



# Implementing Options: Telework, Alternative Work Schedules, and Vanpools

Alternative approaches to traditional work hours and expanding employee transportation options

# Agenda

- Commuter Choice Maryland
- Telework
- Alternative Work Schedules
  - Flextime and staggered shifts
  - Compressed work week
- Vanpools
- Assistance with Implementation
- Questions



# Commuter Choice Maryland

Your Best Resource for Your Smart Commute



# Poll Question

- How familiar are you with Commuter Choice Maryland program offerings?
  - Very Familiar
  - Somewhat Familiar
  - I have no idea what Commuter Choice Maryland is

# What is Commuter Choice Maryland?

- The Maryland Department of Transportation's (MDOT), Travel Demand Management (TDM) Program
- Vision: To increase the use of public transportation, ridesharing, walking, biking, teleworking, and alternative work schedules, to reduce congestion for all and enhance the quality of life for Maryland residents
- Enables MDOT to address key goals, objectives and strategies to maximize traveler choice and deliver transportation solutions and services to reduce congestion, conserve the environment, and facilitate economic opportunity



## MISSION STATEMENT

“The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life’s opportunities.”





# Program Services

## ○ For Employers

- Provide on-going support
- Webinars on a range of transportation topics
- Provide up-to-date information on commuter benefit options and the Maryland commuter tax credit
- Provide marketing materials and information on employee commute options
- Highlight Businesses who exemplify commuter benefits examples

## ○ For Commuters

- Provide online and printed resources to promote ridematching, vanpool, teleworking and other transportation options
- Promote the use of Guaranteed Ride Home (where applicable)
- Share information with commuters to increase their knowledge and comfort-level with using transportation options



# Telework and Alternative Work Schedules

# Poll Question

- ☐ Does your company currently offer Telework or Alternative Work Schedules (AWS)?
  - ☐ Yes, we offer Telework and/or AWS to all
  - ☐ Yes, we offer both Telework and/or AWS to some
  - ☐ No, we do not offer Telework or AWS
  - ☐ Unsure



# Telecommuting

Straight Ahead



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## What is Telework?

Often referred to as “working remotely”

Innovative business solution allowing employees to work outside their normal workplace

Can be offered part-time or full-time



## What you should know about telework

### Telework is:

- A work methodology
- A business strategy
- A management decision
- A means of business continuity

### Telework is not:

- An entitlement
- Guaranteed



# Benefits of Telework: Reduce Costs

**95%**

of employers report that telework improves employee retention, thus reducing turnover rate and saving your company money.

# Benefits of Telework: Increase Productivity

## Reduce Unscheduled Absences

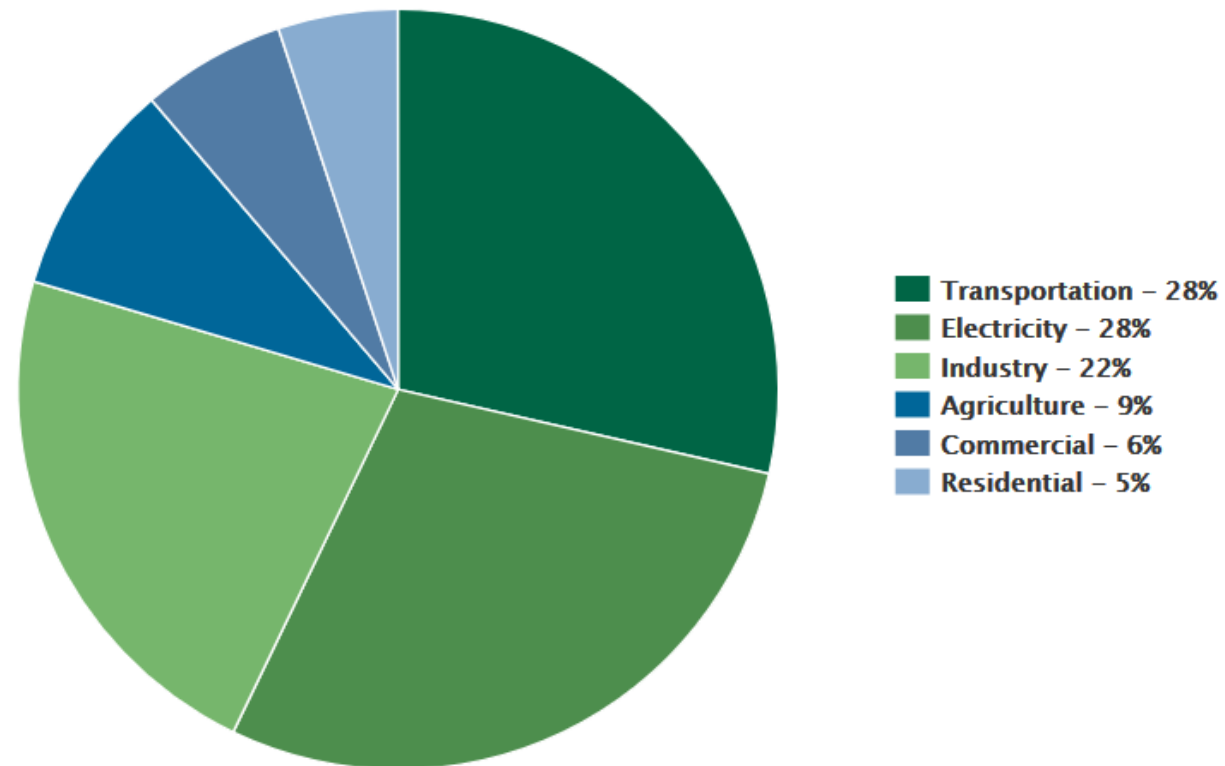
- 78% of employees who call in sick are not
- Unscheduled absences cost employers \$1,800/employee/year
- Companies that implemented telework reduced unscheduled absences by 63% American Management Association

## Increase Focus and Availability

- Teleworkers are 35-40% more productive
- \$600 billion is lost each year in workplace distractions
- Teleworkers have been found to work more hours
- Telework allows companies to expand their talent pool

# Benefits of Telework: Sustainability

2016 U.S. GHG Emissions by Sector



Graphic Source: US EPA



# Maryland Success Story: SMECO



- SMECO launched its telework policy in 2007.
- Eligible employees are able to work from home up to 3 days a week.
- There are 10 active teleworkers in their Customer Care Center.
- Employees have reduced an estimated 378,000 vehicle miles traveled, saving roughly 15,750 gallons of gasoline.

# Alternative Work Schedules

- Alternative work schedules offer different approaches to getting work done through non-traditional work hours, locations, and/or job structures
- The alternative work schedules we will be focusing on:
  - Flextime and staggered shifts
  - Compressed work week



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# Flextime

- Flexible arrival and departure times help employees avoid peak commute hours
  - Employers set a fixed start and end time for working hours
  - Employee arrival and departure times are consistent
- Employees still work scheduled amount of hours
- Staggered shifts
- Shifts that start at different times during the day
  - (e.g. A company may have shifts staggered 4 hours apart)
- This may not be appropriate for every job



# Compressed Work Week

- Allows an employee to work a traditional 35-40 hour workweek in fewer days
- Options:
  - 9/80 schedule: two weeks of work over nine days
  - 4/40 schedule: four ten-hour days over a week
- Employees will spend less time commuting during a given week - and gain a day “off”



# Poll Question

☐ Are you interested in implementing or expanding Telework or AWS at your company?

☐ Yes

☐ No





# Starting a Telework Program

# Establishing a Telework Policy



- Purpose: Why is your organization offering a telework option to employees?
- Definition:
  - Can employees telework full-time, or only some of their working hours? Does your organization have job classifications for these work statuses?
  - Which of your employees are eligible for telework? Is telework a universal benefit, or based on good performance reviews and awarded at the discretion of management?

## Important Telework Considerations

- How will your employees request telework?
- What criteria will you use to determine who is allowed to telework?
- How many days per week will your company allow employees to telework?
- Are there any restrictions regarding specific dates or days of the week?
- Will remote employees be allowed to work from home, or will you require them to use a co-working space?
- Will there need to be any changes to your employee evaluation process to accommodate remote employees?
- What hours will remote employees be expected to work?



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# Technology Considerations

- How will your remote employees communicate with their colleagues?
- How will you ensure that your sensitive data is protected as it is handled by remote employees?
- What equipment does your employee need to do their jobs, and who will pay for it?
  - Computers and software
  - Internet connection
  - Telephones/VOIP/other communications technologies
  - Printer, Fax Machine, and other peripherals



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# Additional Resources Available

- Sample Telework Policy
- Co-Working Spaces List
- Telework Program Setup Checklist

VISIT: [CommuterChoiceMaryland.com](http://CommuterChoiceMaryland.com)





# Introduction to Vanpooling

# Poll Question

- How familiar are you with Vanpooling?
  - Very familiar
  - Somewhat familiar
  - Unsure

# What is Vanpooling?

- Many people sharing a ride between agreed-upon locations
- Vanpools typically convene at park-and-rides or parking lots for big-box stores
- Vanpools contain at least 4 and up to 15 people
  - Vans must have seating capacity for at least 6 riders to qualify for federal commuter tax benefits of up to \$265 pre-tax per month (see IRS Publication 15-B)
- Vanpools, unlike carpools, are treated as public transit for federal tax purposes
  - This means they can be paid for using pre-tax income
- Driver may be one of the commuters, or may be a professional hired from a vanpool provider



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# Why Vanpool?

- Increase employee satisfaction by reducing commuting costs, travel time and driving stress
- Reduce absenteeism
- Enhance Corporate Social Responsibility through environment benefits and traffic congestion reduction



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# Starting a Corporate Vanpool Program

- Who will be your point person?
- How much is the company willing to invest in a vanpool program?
- How will you identify potential vanpoolers?





# Starting a Corporate Vanpool Program

01

Option #1: Contract directly with a private vanpool provider for a corporate vanpool program.

02

Option #2: Contact private providers and invite them to promote their services and available vanpool seats directly to your employees.

03

Option #3: Purchase vans and directly operate a corporate vanpool service.

# Maryland Commuter Tax Credit

Employers may claim a tax credit for 50 percent of the eligible costs of providing commuter benefits up to a maximum of \$100.00 per participating employee per month.

The tax credit can be taken against the state personal income tax, corporate income tax or the insurance premium tax.



## Useful Tool: Commuter Benefit Tax Savings Calculator

Using the commuter benefit tax savings calculator on the Commuter Choice Maryland Employer page can help you see how much you and your employee can save.

You will be able to navigate the commuter benefit options explained using the “Employer Contribution” drop down to calculate the difference in benefit choices.

**<http://www.CommuterChoiceMaryland.com>**

### Commuter Benefit Tax Savings Calculator

Average Employer Monthly Transit Fare	<input type="text" value="260.00"/>
Employer Contribution	<input type="text" value="Pre-tax"/>

Average Deduction	260.00
Payroll Tax Saved by Employer and Employee	19.89
Employee Federal, State, and Local Income Tax Saved	57.52
Total Employee Savings	77.41
Net Cost to Employer	-19.89
Net Cost to Employee for Transit Fare	182.59

# Vanpool Rewards Programs

## Pool Rewards (Washington, DC Metropolitan Area)

- New vanpools comprised of at least seven individuals who currently drive alone to work may qualify for a \$200 monthly 'Pool Rewards incentive.

## RideSmart Commuter Solutions (Prince George's County)

- New Vanpools traveling to or from Prince George's County can receive a subsidy during the first three months of operations of up to 100% of operating costs for the first month, 50% the second and 25% during the third month of operation.
- A nine-passenger van can receive up to a \$850 per month subsidy and a fifteen-passenger van can receive up to a \$1,225 subsidy.

## TransIT Rideshare Vanpool Incentive Program (Frederick County)

- New, not-for-profit vanpools traveling to or from Frederick County may receive financial assistance on a per seat basis during the first 12 months of operation. Assistance ranges from \$158 to \$500 a month per seat depending on the size of the van and the length of participation with the incentive program.

## Vanpool Alliance

- Routes starting, traveling through, or ending in Northern Virginia.

# Maryland Success Story: Live! Casino & Hotel's \$1 Vanpool

- \$1 per day is the cost for vanpoolers to commute to the casino.
- Turnover rate of overnight shift dropped significantly.
- 25 team members are currently enrolled in the vanpool program.



# Poll Question

- ☐ Are you interested in learning more about setting up a vanpool program at your company?
- ☐ Yes
  - ☐ No
  - ☐ Maybe





**We are always here to help!**

Connect with a Rideshare Coordinator

# Reach Out Today!

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